

1 **(August 1, 2016)**  
2 **Voluntary Minority, Small, Veteran and Women's Business Enterprise (MSVWBE)**  
3 **Participation**

4 **General Statement**

5 Voluntary goals for minority, small, veteran and women business enterprises are  
6 included in this Contract. The Contractor is encouraged to utilize MSVWBEs in  
7 accordance with these Specifications, RCW 39.19 and Executive Order 13-01  
8 (issued by the Governor of Washington on May 10, 2013).  
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10 No preference will be included in the evaluation of the Contractor's Proposal or Bid;  
11 no minimum level of MSVWBE participation is required as a condition of award or  
12 completion of the Contract; and a Proposal or Bid will not be rejected or considered  
13 non-responsive on that basis.  
14

15 The goals are voluntary and outreach efforts to provide MSVWBEs maximum  
16 practicable opportunities are encouraged.  
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18 **Non-Discrimination**

19 Contractors shall not create barriers to open and fair opportunities for all  
20 businesses, including MSVWBEs, to participate in the Work on this Contract. This  
21 includes the opportunity to compete for subcontracts as sources of supplies,  
22 equipment, construction or services.  
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24 The Contractor shall make Voluntary MSVWBE Participation a part of all  
25 subcontracts and agreements entered into as a result of this Contract.  
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27 **Voluntary MSVWBE Participation Goals**

28 Goals for voluntary MSVWBE participation have been established as a percentage  
29 of Contractor's total Bid amount.  
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31 The Contracting Agency has established the following voluntary goals:  
32

33	Minority	10%
34	Small	5%
35	Veteran	5%
36	Women	6%

37

38 Amounts paid to an MSVWBE will be credited to every voluntary goal in which they  
39 are eligible. In other words participation may be credited for participation in more  
40 than one category. If the Contractor is a MSVWBE their Work will be credited to  
41 the voluntary goals in which they are eligible.  
42

43 **Definitions**

44 **Minority Business Enterprise (MBE)** – A minority owned business meeting  
45 the requirements of RCW 39.19 and WAC 326-20 and certified by the  
46 Washington State Office of Minority & Women's Business Enterprises.  
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48 **Small Business** – A business meeting the Washington State requirements for  
49 a "Small business", "Minibusiness" or "Microbusiness as defined in RCW  
50 39.26.010 and included on the WSDOT Office of Equal Opportunity list of  
51 Small Businesses at  
52 <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

**Veteran Business** – A veteran owned business meeting the requirements of RCW 43.60A.010 and included on the WSDOT Office of Equal Opportunity list of Veteran Businesses at <http://www.wsdot.wa.gov/equalopportunity/bddirectory.htm>

**Women Business Enterprise (WBE)** – A women owned business meeting the requirements of RCW 39.19 and WAC 326-20 and certified by the Washington State Office of Minority & Women's Business Enterprises.

#### **MSVWBE Inclusion Plan**

A MSVWBE Inclusion Plan shall be submitted to the Engineer prior to the start of Work on the project. The plan is submitted for the Contracting Agency's information. Approval of the plan is not required; an incomplete plan will be returned for correction and resubmittal. The plan shall include the information identified in the guidelines at <http://www.wsdot.wa.gov/EqualOpportunity/MSVWBE.htm>.

#### **MSVWBE Reporting**

A Monthly Report of Amounts Paid to MSVWBEs shall be submitted to the Engineer each month between Execution of the Contract and Physical Completion of the Contract using the application available at <https://remoteapps.wsdot.wa.gov/mapsdata/tools/dbeparticipation>. The monthly report is due 20 calendar days following the end of the month whether payments were made or work occurred.

The monthly report shall include payments to all eligible businesses regardless of their listing on the MSVWBE Inclusion Plan. If the Contractor is a MSVWBE the amounts paid by the Contracting Agency for Work performed by the Contractor shall also be reported.

After Execution of the Contract, the Contractor shall send an e-mail to [DBEPAdmin@wsdot.wa.gov](mailto:DBEPAdmin@wsdot.wa.gov) containing the following information: the first and last name, e-mail address, title and phone number of the person that will be submitting the above documents for their company. The e-mail shall include the WSDOT Contract number they will be reporting on. After receipt of this information by WSDOT, the Contractor will receive an e-mail response containing their username and password for the application and a link to the application. Reporting instructions are available in the application.

#### **MSVWBE Payment**

All costs for implementation of the requirements for Voluntary MSVWBE Participation shall be included in the associated items of Contract Work.